**Instructions for completing the Honours Citation Form**

The Citation Form is designed to provide the independent Honours selection committees with relevant information in a manageable format.

1. **About the nominee**

**Last name and First name(s):**

Insert the candidate’s full name in CAPITAL letters.

Please consider whether the candidate is known by:

• a different forename from their given one e.g. **Alfred James** but known as James.

Insert **Alfred James** in “First names(s)” box and add **James** in the “Known as” box;

• a first name which is a shortening of a first or middle name e.g. **Jim** or **Liz**. Only the full proper name should be in the “First name(s)” box e.g. **James** or **Elizabeth;**

• if the person is known by a completely different name from their real one or has a different maiden / married name by which they are also known, this should be listed in the “Known as” box.

**Title:**

If your candidate has a particular title (Mr / Mrs / Ms / Miss / Professor / Dr etc.) include it here.

If you do not know which title a female candidate uses, leave the box blank.

Use Title case i.e. the first letter to be a capital followed by lower case letters.

**Post-nominal letters:**

A post-nominal is an abbreviation of an Honour, Decoration, Medal or Role that follows the name.

If your candidate already has an Honour which gives post-nominal letters, please include them here.

List only the following post nominal letters – JP, QC, DL, FRS, FBA and existing honours. Do not include academic qualifications. Leave blank if not applicable or not known.

**Date of birth:**

The Honours and Appointments Secretariat at the Cabinet Office uses this information to help identify individuals (for example, whether they have already received an Honour) and for subsequent checks throughout the process.

**Nationality:**

Insert nationality (usually British – use Title case), including British and Dual Nationals where appropriate.

If it is thought a candidate is not British, this should be verified as thoroughly as possible before nominating. For foreign nationals, the UK seeks the agreement of the Government concerned before an award can be made to one of its citizens. This clearance is obtained by the FCO in the final stages of the process.

**Home address and contact details:**

The Honours and Appointments Secretariat at the Cabinet Office writes to every nominee if they are selected, in order to ask if they wish to accept the award.

The Secretariat will not write to an office or business address when offering an honour, owing to the risk of confidentiality being breached. While it may be difficult to obtain home addresses, please try every means you can to do so. As a last resort, a business address can be inserted as a temporary measure; use **c/o** (care/of) to indicate this).

Do not leave this section blank.

**Diversity monitoring (Gender, Disability and Ethnicity):**

These fields track the diversity of people being nominated for an honour. Try not to use **Not known**, as this is not helpful when compiling ethnicity stats. But if you do not know the answer to any of these questions, please mark it as ‘Not known’ or ‘Other’ rather than making a guess. This information is used solely for monitoring how representative the Honours system is in reflecting the UK’s population and has no bearing on whether your candidate is selected.

1. **Citation**

**Short citation:**

The short citation is published alongside a recipient’s name to indicate why they have received an award. It should follow the format: “Job title, Name of organisation. For services to…”

*For example:*

*Managing Director, Riversdale Technology Ltd. For services to Business and the community in Lancashire*

**Long citation:**

* Evidence shows that a successful citation will often be around 600 words total. It should give a clear and persuasive explanation of what makes the nominee exceptional. In particular the positive impact of what the nominee has achieved should be emphasised – e.g. evidence of benefit to society, advancement of knowledge, benefit to the exchequer, services to a particular industry or profession;
* Where possible tie the contribution to the BEIS priorities – demonstrate how the achievement of the individual has helped achieve these;
* Include objective data – such as prizes awarded, or dates of publications. Alongside this show the positive characteristics demonstrated by the individual – “She is acknowledged as a mentor for young scientists, who have provided feedback that she is not only exceptionally knowledgeable, but also patient, sympathetic, encouraging and approachable”;
* Concentrate on the current claims of the nominee; then follow the nominee’s contribution chronologically as far as possible. Do not include the nominee’s education and early career unless it is relevant to the current claims. Do not just list the various posts the nominee has held. If it is relevant to include them then give evidence of achievement and impact;
* Use short unambiguous sentences;
* Only use the nominee’s name once; “he” or “she” is acceptable after that and will save space;
* Remember this is about the nominee and the impact they had, not about the work of their organisation;
* Unless they are universally known (e.g. BBC) spell out in full the names of the organisations the first time they are used, followed by the abbreviations in brackets i.e. National Training Organisation (NTO). If repeated in the citation, the initials can be used;
* Do not use capital letters unless names of organisations or grammatically necessary;
* Avoid vague, subjective comments such as – “Everyone loves Bill. He’s a great bloke” and equally consider how much specialist knowledge the committee members can be expected to understand. Concentrate on impact achieved and what makes the nominee’s contribution extraordinary;
* If the citation is for someone who already has an honour, the evidence should concentrate on achievements since the previous award;
* Do not insert paragraph breaks;
* Include dates where possible.

**Please note:** length of service or references to the individual’s character do not add weight to the nomination; the committees are solely interested in the impact of the individual’s work.

**Voluntary and charitable services** – better described as “Wider contribution”:

* This section should describe the nominee’s wider contribution beyond their paid role and include any charitable or voluntary involvement.
* This section should describe how the nominee has gone above and beyond their day job to really make a difference. The focus should be on impact.
* Make it clear whether someone’s activities are part of their paid job or extra to it – if the committee is unsure, they will assume that what is being described is paid activity.
* If your nominee’s case is all about their voluntary or charitable contribution, just complete this part of the Long Citation, leaving the first section blank.

**Time in current role:**

How long the nominee has been in the job in the “Short citation” section.

**Total time in voluntary and charitable service:**

How long in total the nominee has been involved in the activities described in the “Voluntary and charitable services” section. If not sure or not appropriate, leave blank.

**Is the nominee leaving their current post?**

The candidate should still be actively engaged in the activity for which they have been nominated or only very recently ceased the activity.

A candidate is eligible for nomination if s/he will be within 12 months of leaving their post at the date of the publication of the next Honours list (i.e. mid-June or 31 December).

Remember that it takes several months for a nomination to go through the system, so do not leave it too late to put your candidate forward.

Leave blank if not applicable or not known.

**If ‘yes’ please explain why e.g. retiring**

* Give the reason for leaving post e.g. age retirement, end of contract, ill health, etc.
* Also give the date of leaving (approximate if not known)
* Leave blank if not applicable.

**For State Committee nominations only:**

These two boxes should be completed only when nominating a civil servant.

Otherwise, leave blank.

1. **About the nomination**

**Honours round:**

Are you nominating for the New Year (NY) or (Queen’s) Birthday (BD) round?

If you are not sure, leave this blank and the Departmental Honours Team will complete it.

**Year**

For which round are you nominating? If you are not sure, leave this blank and the Departmental Honours Team will complete it.

* The current round is New Year 2021

**Rating priority:**

The Departmental Honours Team will complete this.

**Sponsoring department:**

If you know which Department your nomination will go to (in this case BEIS), please select the appropriate name.

**Committee:**

The Departmental Honours Team will complete this.

**Award level:**

The level of the award can be filled in if you wish to suggest a suitable Honour, but the Departmental Honours Team can complete this. The Departmental selection committees may decide that a different level to the one you suggest is more appropriate.

**Public nomination:**

This box should be checked if the nomination originates from a member of the public.

Leave unchecked if this is not the case or not known.

**Voluntary service:**Please check this box only if your candidate has done something which can truly be called voluntary, as described in the “Voluntary and charitable services” section. Otherwise leave blank.

**Support from other departments:**

If support from another Department is required, alert your home Departmental honours team and it will request this.

**Recommendation from Lord-Lieutenant:**

The Departmental Honours Team will complete this.

**Previous honours nominations + Round(s) and level(s):**

The Departmental Honours Team will complete this.

**Previous honours awarded + Round(s) and level(s):**

If your nominee already holds an honour, please indicate when (year/round) the honour was awarded.

Otherwise, leave blank.

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